

Program Description/Textbook or Print Instructional Material

Vendor: Thomson Learning/Course Technology Web Address: www.course.com

Title: Microsoft Office XP Advanced Concepts and Techniques

Author: Shelly/Cashman Copyright: 2002

ISBN: 0-7895-6386-X Course/Content Area: Vocational and Career Education; Business Program;
Advanced Computer Applications

Intended Grade or Level: 9-12 Readability Level: 8.8 (Flesch Kincaid)

List Price: 66.95 Lowest Wholesale Price: 49.75

All materials bid as of July 1, 2003 must be offered in an alternative format for students who require reading accommodations. A description of the levels of accommodation is included on p. 8-9 of this bid packet. The Kentucky Department of Education must receive a copy of the alternative format if the material is placed on the State Multiple List.

Level of Accommodations (Level One, Two or Three) Level Three

If Level Two or Three, please provide rationale for not meeting Level One Compliance It is not financially feasible for our products to meet Level One at this time.

FEATURES

DISCLAIMER: The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

Content

- Covers the latest Microsoft Office XP features.
- Detailed step-by-step, screen-by-screen instructions ensure that students stay on track.
- Unique project-based approach provides a practical context for learning skills.
- An entire appendix covers the new voice recognition and speech features in Office XP.
- Two to three projects on each application teach basic Office skills.
- Extensive end-of-project exercises, including the unique Cases and Places case studies that require critical thinking, reinforce the concepts and skills learned.

Student Experiences

- New "Learn It Online" Web page helps students learn and master skills through a variety of innovative activities, including project reinforcement exercises, practice tests, flashcards, learning games, and more.

Assessment

Part of the highly successful Shelly Cashman Series, Microsoft Office XP Advanced Concepts and Techniques is designed for a second course on Office XP, and teaches skills well beyond the fundamentals.

Organization

Microsoft Word 2002
Microsoft Excel 2002
Microsoft Access 2002
Microsoft PowerPoint 2002
Integration Case Studies

Resource Materials**Gratis Items To Be Provided And Under What Conditions**

Instructor's Resource Kit (0-7895-6323-1) Free 1 per teacher

Available Ancillary Materials**RESEARCH DATA AND EVIDENCE OF EFFECTIVENESS**

DISCLAIMER: The research data and evidence of effectiveness was provided by the publisher and does not reflect the opinion of the State Review Team, State Textbook Commission, nor the Kentucky Department of Education.

***NOTE:** Please complete this section by indicating the research data and evidence of effectiveness or give a web site where the information is located. If there is no research data and evidence of effectiveness, please indicate **"not available"** in the space.*



Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



Title: Microsoft Office XP-Advanced; cost: \$49.75			
Publisher: Thomson Learning/Course Technology			
Item Evaluated: Textbook and ancillary materials			
Copyright Date: 2002		Evaluator: Donna R. Everett	
Content Level: 9-12		Date of Evaluation: July 30, 2003	
Level of Alternative Format	Level 1 – Full Compliance	Level 2 – Provisional Compliance	Level 3 – Marginal Compliance
This section completed by Exceptional Children Services			

Overall Strengths and/or Weaknesses

Disclaimer: Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:
<input checked="" type="checkbox"/> Recommended by reviewers to State Textbook Commission
<input type="checkbox"/> Not recommended by reviewers to State Textbook Commission

Publisher's Explanation of Reviewer's Comments: By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.



Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



Title: Microsoft Office XP-Advanced		Publisher: Thomson Learning/Course Technology
Technology Management Summary Data:	20 possible points	____20____ points earned
Technology Management Comments:		
Technology Presentation/Interface Summary Data:	40 possible points	____40____ points earned
Technology Presentation/Interface Comments:		
Content Summary Data:	44 possible points	____23____ points earned
Content Comments:		
Instruction & Assessment Summary Data	52 possible points	____43____ points earned
Instruction & Assessment Comments:		
Organization & Structure Summary Data	36 possible points	____32____ points earned
Organization & Structure Comments:		
Resource Material Summary Data	40 possible points	____31____ points earned
Resource Material Comments: Excellent materials for MOUS certification in addition to classroom instruction.		



Group V - Career /Technical & Vocational/Practical Living

Electronic Instructional Media Review Form

Stand Alone/Independent or Integrated Software for Business



Equipment (circle or change fill color)	Grade Level (circle or change fill color)	Audience (circle or change fill color)	Format (circle or change fill color)	Cost _____	
Windows	Primary	Individual	Stand Alone/Independent	_____ single copy	_____ site license
Macintosh	Intermediate	Small Group	Integrated	_____ network version	_____ school version
CD-ROM	Middle	Large Group	Supplemental	_____ lab pack of _____ copies	_____ online
DVD	High		In lieu of basal test		
Sound					
Other					

If other, explain _____

Type of Software: Check all that apply	_____ Simulation	___x___ Management	_____ Interdisciplinary	_____ Problem Solving	_____ Tutorial
_____ Exploratory	_____ Creativity	___x___ Drill and Practice	_____ Critical Thinking	_____ Utility	___x___ Tests

Rating Scale:	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	4
Allows students to exit and resume at a later time.	4
Keeps a student's performance record, where needed.	4
Allows control of various aspects of the software (e.g., turning sound off).	4
Allows for printed reports.	4
Comments:	20

Presentation/Interface	Rating
Presents material in an organized manner.	4
Has consistent, easy-to-use, on-screen instructions.	4
Has developmentally correct presentation format.	4
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	4
Accessible for special needs students.	4
Runs smoothly, without long delays.	4
Presents easy-to-view text and graphics.	4
Presents easy-to-hear and understand sounds.	4
Avoids unnecessary screens, sounds, and graphics.	4
Provides immediate, appropriate feedback.	4
Comments: Viewed only instructor resource kit; student data file CD was not available.	40

Content—Business	Rating
Career Experiences: Course materials could be considered career preparatory., since MOUS certification is highlighted.	4
Employability Skills: Same comment as above.	4
Teamwork	2
Global Perspective	0
Mathematical Skills	2
Communication: Speech recognition skills are stressed.	3
Diversity	0
Ethical Practices	0
Academic Integration	0
Real World Application	4
Content Area Concepts Addressed	4
Comments: FBLA activities are not included.	23

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	4
Builds on Student Ideals: If related to employability expectations, then, yes.	4
Engages Students	4
Develops Business Ideas	4
Promotes Student Thinking	4
Assesses Student Progress	4
Enhances The Learning Environment	4
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	4
Commonwealth Accountability Testing System (CATS) “like” Assessment is provided	0
Variety of assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included. Mostly performance based. Instructor would have to highlight portfolio prompts or make accommodation for presentations.	3
Includes activities and opportunities for integration of technology.	4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)	4
Differentiation techniques and activities suggested.	0
Comments:	43

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.	4
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	4
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	4
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	0
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use.	4
Includes sufficient glossary, index and appendices.	4
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	4
Comments:	32

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	4
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	4
Extension activities including adaptations and accommodations for students with special needs. Speech recognition, especially	3
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)	4
Suggestions are made for integration of themes and /or interdisciplinary instruction.	0
Integration opportunities suggested and examples given.	0
Teacher resources are available online.	4
Online resources available – Repeat of information in text.	4
Online resources available – Practice skills only.	4
Online resources available – New application materials.	4
Comments: Excellent materials to support classroom instruction.	31

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable